

BUSINESS SERVICE ASSISTANT
(SPECIALIST)

KK75-4707 90002CG



CALIFORNIA
COASTAL
COMMISSION

DEPARTMENTAL PROMOTIONAL
EXAMINATION

CALIFORNIA STATE GOVERNMENT - EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.	
WHO SHOULD APPLY	<p>Applicants who meet the minimum qualifications as stated below. This is a promotional examination. Applicants (1) must have a permanent civil service appointment with the California Coastal Commission as of the final filing date; OR (2) must be a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR (3) must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR (4) must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. If applying under Government Code § 18991, please include documentation of retirement or honorable discharge from the United States Military with your application.</p> <p>Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
HOW TO APPLY	Submit State Application Form #678 to the Human Resources Office, California Coastal Commission, 45 Fremont Street, Suite 1930, San Francisco, CA 94105. If you have a disability and need special testing arrangements, mark the appropriate space on Form #678. You will be contacted to make special arrangements.
APPLICATION DEADLINE	<p>State Application Form #678 must be received no later than 5 p.m. February 6, 2009 in the Human Resources Office, California Coastal Commission, 45 Fremont Street, Suite 1930, San Francisco, CA 94105. Applications received after the deadline will not be accepted for any reason.</p> <p>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</p>
QUALIFICATIONS APPRAISAL INTERVIEW	<p>The entire examination will consist of a Qualifications Appraisal Interview or Education/Experience Review.</p> <p>If conditions warrant, there may be no Qualifications Appraisal Interview. The entire examination would consist of a review of applicants' education and experience based on applications submitted. Candidates should take special care in accurately and completely filling out their applications. List all relevant experience even if that experience goes beyond the seven-year limit printed on the applications. It is anticipated that the examination will occur promptly upon the closing of the application filing date in February 2009. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.</p> <p>Qualifications Appraisal or Education/Experience Review – Weighted 100.00%</p>
SALARY RANGE	<p>A \$2495 – \$3034 per month B \$2817 – \$3426 per month C \$3050 – \$3708 per month</p>
ELIGIBLE LIST INFORMATION	An eligibility list will be established for the California Coastal Commission. The list will be abolished 12 months after it is established unless the needs of the service and/or condition of the list warrant a change in this period.
POSITION DESCRIPTION	<p>This is the entry, developmental and first (Specialist) working level in the business services series. While in a trainee capacity, incumbents work under close supervision and learn to perform a variety of technical and analytical business service activities. As their skills and abilities develop, incumbents are expected to perform with increasing independence. Fully trained incumbents may, under supervision, independently perform technical business service work of a routine nature in a variety of functions; assist in the performance of more difficult and complex technical and analytical business service work; or be assigned responsibility for one or more of the least complex business service functions which are Equipment and Supplies Management, Support Service and Building Maintenance.</p> <p>Positions at this level are non-supervisory but may serve as lead over lower-level clerical and other staff. Position is located in San Francisco.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p>
MINIMUM QUALIFICATIONS	<p>Either I</p> <p>One year of experience in the California state service performing duties comparable to those of an Office Assistant (General), Range B, or Management Services Assistant.</p> <p>Or II</p> <p>One year of experience in a technical capacity with responsibility for one or a combination of business service activities such as accountability and maintenance of office and industrial equipment, major building maintenance, managing of major commercial properties, or fiscal management and accountability of office and industrial property. [Experience in California state service applied toward this requirement must include one year performing the duties of a class comparable to Office Assistant (General), Range B.]</p> <p>(Continued)</p>

EXAMINATION INFORMATION	<p>Qualifications Appraisal or Education/Experience Review – Weighted 100.00%</p> <p>In order to obtain a position on the eligible list, a minimum of 70% must be attained in the examination. This examination will consist of an interview or an evaluation of each candidate's education and experience compared to a standard developed from the class specification. In addition to evaluating the competitor's relative abilities as demonstrated by the quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitors:</p> <p>Scope:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">English grammar and punctuation.Principles and procedures of public administration.Financial record keeping.Office and automotive equipment and supplies. <p>B. Ability to:</p> <ol style="list-style-type: none">Communicate effectively.Learn rapidly.Follow directions.Analyze data accurately.Reason logically.Maintain the confidence and cooperation of those contacted during the course of work.Utilize good work habits.
VETERANS' PREFERENCE CAREER CREDITS	Neither Veteran's Preference nor Career Credits will be granted in this examination since it does not qualify as an open entrance examination under the law.
QUESTIONS	If you have any questions concerning this announcement, please contact the Human Resources Office, California Coastal Commission, 45 Fremont Street, Suite 1930, San Francisco, CA 94105. (415) 904-5430 or toll free (866) 831-2540 or email to HumanResources@coastal.ca.gov. TDD for the Hearing Impaired (415) 597-5885.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Coastal Commission's Human Resources Office **two weeks** after the final filing date if he/she has not received a progress notice.

Applications are available at the State Personnel Board, the California Coastal Commission and the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The **California Coastal Commission** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changes. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in San Francisco and the Los Angeles area. However, locations of interviews may be limited to or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

1/22/2009